

Cash Assistance Program for Immigrants (CAPI) Program Guide (PG) Letter #16

October 29, 2008

Subject	CAPI DE-CENTRALIZATION
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Effective Date	November 1, 2008
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References	Employment and Eligibility Operations Guide (EEOG), "De-Centralization of Specialized Programs from MVFRC to All FRCs" (Issuance Date to be determined).
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Purpose	The purpose of this letter is to inform staff that the CAPI Program is being decentralized from the Mission Valley Family Resource Center (MVFRC) and the CAPI PG is being updated to reflect this change.
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Background	CAPI has been centralized at MVFRC since implementation.
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Changes	CAPI is being decentralized to the FRCs. As a result of this change, the FRCs will be receiving and processing the CAPI applications that were previously taken at MVFRC. The application process is being updated to reflect these changes. The Inter-County Transfer (ICT) contacts are also being revised to show the new contacts as well as implement the SOC 822, Notification of CAPI ICT.
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De-Centralized Cases	Effective November 1, 2008, FRC staff will be handling the CAPI cases that were previously centralized at MVFRC.
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New Applications	Effective November 1, 2008, all new applicants for CAPI must be referred to the appropriate FRC to apply. The telephone screening requirement has been removed. The CAPI Screening Tool, 11-108, must be attached to the SAWS 1 by the receptionist when an individual is applying for CAPI so that they can complete it at the same time as the SAWS 1.
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ICTs Effective November 1, 2008, all incoming ICTs will go through the Record Library instead of being sent to MVFRC. The Record Library will forward the ICT to the appropriate FRC to be processed.

Also, when sending an ICT to another county, the SOC 822, Notification of CAPI ICT must be attached to the packet. This coversheet replaces any previously developed coversheet.

Automation Impact No impact.

Forms Impact Forms 11-108 and SOC 822 have been uploaded into iWay and are available to be ordered.

Quality Assurance Impact The California Department of Social Services has not specified a Quality Assurance requirement for CAPI and appeals are handled through the usual State hearing process.

Program Guide Changes The table below shows the changes to the CAPI PG.

Section	Changes
99-100.1	<ul style="list-style-type: none">• Removed "C. Centralized."• Re-Lettered "D" to "C."
99-100.2	Removed telephone screening information.
99-100.3	Removed references to moving cases to MVFRC.
99-100 Appendix A	Revised instructions on form 11-108 HHSA.
99-111.1	Added form SOC 822 to ICT instructions.
99-111 Appendix A	Updated ICT contacts for County to County and Public to County. Removed State to County contacts.

Manager Approval

ORIGINAL SIGNED BY:

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